DEER-GROVE EMS COMMISSION MEETING
Cottage Grove Emergency Services Building
4030 County Road N, Cottage Grove, WI 53527
Thursday, May 21, 2020
6:30 P.M.

Meeting will be broadcasted via GoToMeeting. Login information:
https://global.gotomeeting.com/join/461746605

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3412
- One-touch: tel:+18722403412,,461746605#

Access Code: 461-746-605

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/461746605

AGENDA

1. Call to Order.
2. Public Appearances: The public's opportunity to speak to the commission about any item not on the agenda.
3. Approval of minutes from previous meeting(s).
4. Discuss and consider approval of April Financial Reports.
5. Discuss and consider approval of Bills for Budgeted/Approved Expenses.
6. Discuss and consider approval of Write Offs and Aging of Accounts.
7. Staff Report.
8. Correspondence.
9. Update on COVID-19 (Coronavirus) response.
10. Discuss and consider allocation of funds received from the CARES Act Provider Relief Fund.
11. Discuss and consider 2021 ambulance replacement process.
12. Discuss and consider SOP 1.1, Policy Development and Implementation.
13. Discuss and Consider election of Commission officers (Chair and Secretary) and designation of check signers.
14. Agenda items for next commission meeting.
15. Adjournment.

****ANY ITEM IS SUBJECT FOR ACTION****

By: Troy Allen, Commission Chairperson Submitted May 15, 2020

It is possible that members of and a possible quorum of members of other governmental bodies of the municipalities may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Deer-Grove EMS Chief at 608-839-5658.

DEER-GROVE EMS COMMISSION MEETING
COTTAGE GROVE EMERGENCY SERVICES BUILDING
THURSDAY, APRIL 16, 2020
Minutes

Present: In Person: Kris Hampton, Remote: Troy Allen, Greg Frutiger, Kristi Williams, Sarah Valencia and Gary Wieczorek.

Also present: In Person: Chief Eric Lang and Office Manager Mandy Cysiewski, Remote: Jerry McMullen, Lisa Antoniewicz, Brett Hoffmeister

Allen called the meeting to order at 6:30 p.m.

Public Appearances: None.

Approval of minutes from previous meeting(s): Motion by Williams/Frutiger to approve minutes from the February 20, 2020 and March 19, 2020 as written. Motion carried 6-0.

Discuss and consider approval of February/March Financial Reports: Motion by Frutiger/Hampton to approve the February/March financials reports as presented. Motion carried 6-0.

Discuss and consider approval of Bills for Budgeted/Approved Expenses: Motion by Frutiger/Hampton to approve payment of bills as presented. Motion carried 6-0.

Discuss and consider approval of Write Offs and Aging of Accounts: Motion by Hampton/Wieczorek to approve the aging of accounts as presented. Motion carried 6-0.

Staff Report: There were 85 calls in March, including 5 missed calls. This is down from 88 calls in the same month last year. Volunteers provided 463 hours in March, up from 449 hours in the previous month and down from 620 hours during March 2019. In addition to what is in the written report, the following was discussed:

- Chief Lang stated M80 had its front tires replaced with steer type tires. Per Chief Lang what DGEMS is using won't continue to work.
- Hampton requested membership names be added back to the report.
- Chief Lang stated call volume is slower. There will be 1-2 days without a call and then 5 calls in one day. Chief Lang believes Safer at Home likely is a factor as people don't want to go to the hospital. Allen added a people also are not driving leading to less accidents.
- Wieczorek asked if DGEMS is doing a lot of mutual aid. Chief Lang said a few but not many. Per Wieczorek Madison Fire Department has been constantly providing mutual aid. Valencia added the Meriter ER statistics are down by 50%.

Correspondence: None

Discuss and consider Draft 2019 Financial Statements as presented by Johnson Block and Company: Brett Hoffmeister made the presentation using a simplified handout. Once again the district financial statements received an unmodified opinion, which is the highest level of assurance available. As always the required audit communications included the note that is given to most smaller services and municipalities about having a small accounting staff. Highlights of his presentation included:

- The Statement of Net Position and the Balance Sheet both show an increase of cash compared to a year ago, along with lower accounts payable.
- 2019 Revenues totaled $1,232,508, and were comprised of 42% municipal assessments, 47% charges for services, 5% miscellaneous, 5% contracted services, and 1% training center income.
- 2019 Expenditures totaled 1,117,691, and were 94% related to the provision of EMS services, and 6% capital outlay and debt service.

- Total Fund Balance increased from $225,508 to $340,325 through the year, of which $311,206 was unassigned on December 31, 2019. This amounts to 27% of the 2020 budget, which falls above the recommended range of 15-20%.
- The bad debt/revenue ratio had been increasing over the last several years, but it is down to 13% in 2019 from 23% in 2018. This is due to collecting from people in a timely manner and collecting previous years debt.

Update on COVID-19 (Coronavirus) response: Chief Lang stated there was not much to update, but did give the following:

- There have been no changes to the March document.
- Curtains were added in the ambulance to protect staff.
- PAPRs were ordered to take the place of all masks. At the time of ordering the PAPRs, Deer Grove had approximately four months of PPE. Valencia questioned if the four months of PPE included reusing N95s? Chief Lang stated it is without reusing N95s. The PAPRs have a 10-week lead time so Deer Grove is 5-6 weeks out from receiving them. They cost approximately $1,200/unit with the purchase being covered by the Association. The PAPRs are permanent solution so there is no longer a need for FIT testing nor a worry of facial hair.
- Deer Grove has received shipments from the Strategic National Stockpile consisting of a variety of PPE.
- Due to COVID-19 DGEMS pushed up the mechanical CPR purchase. Two LUCAS devices have been ordered and the Association is covering this purchase as well. The service should have them in two weeks.

Discuss and consider Emergency Responder Paid Sick Leave: Chief Lang stated this policy was done with assistance from attorney and federal government. The federal policy states we should pay 80 hours. Our policy goes above this since our people are not scheduled a straight 40 hours/week. The policy encourages people who show symptoms to stay home. Motion by Hampton/Williams to approve the Emergency Responder Paid Sick Leave policy. Motion carried 6-0.

Discuss and consider Return to Work SOP: Chief Lang stated this SOP was developed with Dane County Public Health and Madison Fire with some wording changed to fit DGEMS. Chief Lang requested the commission not necessarily approve as it is a living document. He would prefer the Commission Chair/Chief to make changes instead of having to wait until the next commission meeting. Motion by Hampton/Williams to approve the Return to Work SOP and allow the Chief and Commission Chair to modify the SOP as public health advises. Motion carried 6-0.

Discuss and consider N95 Reuse SOP: Chief Lang stated as Valencia mentioned before N95 masks can be reused up to six times. DGEMS has a UV light so we can decontaminate them. Chief Lang stated this is another living document he would request the ability to make changes he and the Commission Chair see necessary. Motion by Williams/Frutiger to approve the N95 reuse SOP and allow the Chief and Commission Chair to modify the SOP as needed. Motion carried 6-0.

Discuss and consider Uniform Cleaning-Decontamination SOP: Chief Lang explained this SOP is a how to guide to manage laundry after a potential COVID-19 contact. Motion by Hampton/Frutiger to approve the Uniform Cleaning-Decontamination SOP. Motion carried 6-0.

Discuss and consider Memorandum of Understanding Regarding Requesting EMS Provider Assistance: Lang stated he alluded to this at last month's meeting. This MOU has been in process for a month. It provides medics/EMTs to another agency or they provide someone to us. We would bill the other agency or receive a bill depending if we are loaning someone or receiving someone. Chief Lang stated Attorney Barker has reviewed the document as well as other agency's attorneys. Chief Lang contacted our insurance agent to verify all insurance extends with our EMTs to the other agency they are working at. Motion by Hampton/Wieczorek to approve the Memorandum of Understanding Regarding Requesting EMS Provider Assistance. Motion carried 6-0.

Discuss and consider Madison Area Technical College EMS Clinical and Field Internship Affiliation Agreement: Chief Lang stated this agreement won't go into effect until the tech schools are open again. Attorney Barker provided an additional document so the interns know it is not a job which means there is no insurance.

Motion by Hampton/Wieczorek to approve the Madison Area Technical College EMS Clinical and Field Internship Affiliation Agreement. Motion carried 6-0.

Discuss and consider VividTrac Video Laryngoscopy SOP: Chief Lang stated this SOP puts the actual procedure into writing. Motion by Wieczorek/Frutiger to approve the VividTrac Video Laryngoscopy SOP. Motion carried 6-0.

Discuss and consider Oxylator HD SOP: Chief Lang stated the oxylator went into service on March 1st. He stated is similar to vent, but it's considered a resuscitator so all levels of EMTs can use it. Motion by Williams/Frutiger to approve the Oxylator HD SOP. Motion carried 6-0.

Set next commission meeting date and location: The next meeting will be held on Thursday, May 21, 2020 at the Cottage Grove Emergency Services Building with a potential remote call in option beginning at 6:30 P.M.

Agenda items for next commission meeting: COVID Update, elections, policies/procedures, items commission members would like to see and approve.

Adjournment: Motion by Hampton/Williams to adjourn. Motion carried 6-0. The meeting ended at 7:33 P.M.

Submitted by Mandy Cysiewski

Deer Grove EMS District
Profit & Loss Budget vs. Actual
January through April 2020

	Jan - Apr 20	4/12th Annual Budget	Budget	$ Over Budget	% of Budget	Jan - Apr 19
Ordinary Income/Expense						
Income						
230 · Training Center Income	285.00	833.33	2,500.00	-2,215.00	11.4%	1,903.00
300 · Special Event Fee	0.00	666.67	2,000.00	-2,000.00	0.0%	720.00
4999 · Uncategorized Income	429.25	0.00	0.00	429.25	100.0%	102.66
610 · Town/Villages Assesments	514,448.91	173,539.07	520,617.20	-6,168.29	98.82%	519,772.55
620 · Ambulance Run Fees	175,139.48	183,333.33	550,000.00	-374,860.52	31.84%	224,619.19
625 · Misc Government Revenue	8,018.86	0.00	0.00	8,018.86	100.0%	0.00
630 · Contracted Revenue	49,956.40	22,137.60	66,412.80	-16,456.40	75.22%	49,289.98
640 · Interest Earned	250.02	166.67	500.00	-249.98	50.0%	234.77
693 · Donations						25,038.84
999 · Insurance Reimbursement	500.00	0.00	0.00	500.00	100.0%	5,458.86
Total Income	749,027.92	380,676.67	1,142,030.00	-393,002.08	65.59%	827,139.85
Gross Profit	749,027.92	380,676.67	1,142,030.00	-393,002.08	65.59%	827,139.85
Expense						
66900 · Reconciliation Discrepancies						238.73
6140 · Credit Card Fees	240.25	0.00	0.00	240.25	100.0%	
720 · Wages	145,437.79	168,850.00	506,550.00	-361,112.21	28.71%	133,352.56
721 · Health Insurance	52,874.80	45,706.67	137,120.00	-84,245.20	38.56%	43,974.39
722 · Workmans Comp	6,704.00	9,263.33	27,790.00	-21,086.00	24.12%	0.00
723 · Retirement Plan	19,838.04	19,566.67	58,700.00	-38,861.96	33.8%	18,045.54
724 · Employers FICA Expense	14,301.06	14,913.33	44,740.00	-30,438.94	31.97%	13,730.41
725 · Staff Continuing Education	922.00	3,000.00	9,000.00	-8,078.00	10.24%	2,170.01
726 · Travel/Mileage Reimbursement	0.00	166.67	500.00	-500.00	0.0%	30.00
728 · Medical Director Fee	2,000.00	2,000.00	6,000.00	-4,000.00	33.33%	2,000.00
729 · COVID-19 Leave	441.48	0.00	0.00	441.48	100.0%	
734 · Overtime	39,275.48	37,753.33	113,260.00	-73,984.52	34.68%	42,238.82
735 · EMT Stipend	5,220.00	8,333.33	25,000.00	-19,780.00	20.88%	5,940.00
736 · LifeQuest Billing	15,106.54	15,166.67	45,500.00	-30,393.46	33.2%	16,424.30
740 · Office Equipment (expense)	348.13	543.33	1,630.00	-1,281.87	21.36%	291.34
742 · Office Supplies	391.82	666.67	2,000.00	-1,608.18	19.59%	441.30
770 · Communications	1,618.63	2,000.00	6,000.00	-4,381.37	26.98%	2,416.49
775 · IT expenses	2,210.00	2,283.33	6,850.00	-4,640.00	32.26%	1,863.48
790 · Publicity and Advertising	0.00	666.67	2,000.00	-2,000.00	0.0%	1,478.12
791 · Training Center Expense	436.48	666.67	2,000.00	-1,563.52	21.82%	646.25
810 · EMT Recognition	443.82	833.33	2,500.00	-2,056.18	17.75%	-131.25
820 · EMT Continuing Education	0.00	1,666.67	5,000.00	-5,000.00	0.0%	240.00
825 · Chief Continuing Education	312.08	500.00	1,500.00	-1,187.92	20.81%	476.76
829 · Vehicle Maintenance	4,169.69	3,460.00	10,380.00	-6,210.31	40.17%	8,778.77
831 · Fuel	3,862.84	4,666.67	14,000.00	-10,137.16	27.59%	4,677.08
840 · Equipment/Non-Disposable	5,512.20	5,600.00	16,800.00	-11,287.80	32.81%	1,253.65
842 · Equipment Maintenance	2,879.89	1,200.00	3,600.00	-720.11	80.0%	2,598.69
845 · Capital Purchase	11,654.16	0.00	0.00	11,654.16	100.0%	42,749.35
850 · Medical Supplies	11,495.75	15,033.33	45,100.00	-33,604.25	25.49%	14,227.27
852 · Training Medical Supplies	0.00	333.33	1,000.00	-1,000.00	0.0%	0.00
860 · Clothing	4,504.02	4,300.00	12,900.00	-8,395.98	34.92%	936.76
870 · Insurance	4,214.00	2,866.67	8,600.00	-4,386.00	49.0%	4,142.00
871 · Group Life Insurance	293.26	233.33	700.00	-406.74	41.89%	224.76
872 · Unemployment Insurance	0.00	1,333.33	4,000.00	-4,000.00	0.0%	50.00
878 · Community Medic Program	50.00	103.33	310.00	-260.00	16.13%	50.00
879 · Health Maintenance & Safety	961.98	833.33	2,500.00	-1,538.02	38.48%	995.20
880 · Legal Fees	4,806.00	1,666.67	5,000.00	-194.00	96.12%	156.00
881 · Accounting Fees	7,500.00	2,666.67	8,000.00	-500.00	93.75%	3,350.00
885 · Overdue Run Fees	21,288.56	0.00	0.00	21,288.56	100.0%	45,375.00
898 · Building and Grounds	1,513.86	1,166.67	3,500.00	-1,986.14	43.25%	1,868.08
899 · Miscellaneous Expenses	49.95	666.67	2,000.00	-1,950.05	2.5%	255.60
Net Income	356,149.36		0.00	356,149.36	100.0%	409,584.39

Deer Grove EMS District
Balance Sheet
As of April 30, 2020

		Apr 30, 20
ASSETS		
Current Assets		
Checking/Savings		654,754.23
Accounts Receivable		
1200 · Accounts Receivable		115.29
1210 · Lifequest Receivables		131,874.22
Total Accounts Receivable		131,989.51
Other Current Assets		995.00
Total Current Assets		787,738.74
Fixed Assets		519,234.78
Other Assets		
112 · Allowance for Doubtful Accounts		-47,399.60
Total Other Assets		-47,399.60
TOTAL ASSETS		**1,259,573.92**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		2,788.27
Credit Cards		
301 · One Card		
One Card - Office Use Only	228.17	
Total 301 · One Card		228.17
Total Credit Cards		228.17
Other Current Liabilities		
Lifequest Deposit Adjustments		102.07
Payroll Liabilities		10,388.30
231 · Deferred Run Revenue		24,194.69
232 · Town/Village Pre-payments		6,168.29
Total Other Current Liabilities		40,853.35
Total Current Liabilities		43,869.79
Total Liabilities		43,869.79
Equity		
1110 · Retained Earnings		122,192.89
380 · Fund Balance-Unrestricted		199,670.23
381 · Fund Balance-Restricted (FAP)		
Aids & Training	8,527.82	
EMT Basic Training	9,928.91	
Total 381 · Fund Balance-Restricted (FAP)		18,456.73
383 · Investment in Fixed Asset		519,234.92
Net Income		356,149.36
Total Equity		1,215,704.13
TOTAL LIABILITIES & EQUITY		**1,259,573.92**

Deer Grove EMS District
Bill Payment Detail
April 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	20947	Liability Check	04/07/2020	Minnesota Life Insurance Company	2832-GL	101 · Operating Checking	-140.38	
					2832-GL	Additional	56.10	-56.10
					2832-GL	Basic	57.78	-57.78
					2832-GL	Spouse/Dependent	10.50	-10.50
					2832-GL	Supplemental	16.00	-16.00
TOTAL							140.38	-140.38
	20959	Liability Check	04/10/2020	Fire Fighters Local 311		101 · Operating Checking	-213.03	
						Local 311 Dues	213.03	-213.03
TOTAL							213.03	-213.03
	20948	Bill Pmt -Check	04/07/2020	AED Superstore	Suction Batteries	101 · Operating Checking	-430.20	
	1573197	Bill	03/30/2020		Suction Batteries	840 · Equipment/Non-Disposable	430.20	-430.20
TOTAL							430.20	-430.20
	20949	Bill Pmt -Check	04/07/2020	Baer Insurance Servies	Qtrly General Liab and Auto	101 · Operating Checking	-2,107.00	
	2759	Bill	04/01/2020		Qtrly General Liab and Auto	6185 · Liability Insurance	2,107.00	-2,107.00
TOTAL							2,107.00	-2,107.00
	20950	Bill Pmt -Check	04/07/2020	Binder Lift LLC	2 lift assist devices	101 · Operating Checking	-1,438.00	
	20129	Bill	04/07/2020		2 lift assist devices	840 · Equipment/Non-Disposable	1,438.00	-1,438.00
TOTAL							1,438.00	-1,438.00
	20951	Bill Pmt -Check	04/07/2020	Bound Tree Medical, LLC	Sensors/BP Cuff	101 · Operating Checking	-497.75	
	83550785	Bill	03/20/2020		Sensors/BP Cuff	850 · Medical Supplies	497.75	-497.75
TOTAL							497.75	-497.75
	20952	Bill Pmt -Check	04/07/2020	Deerfield Fire Department	St 2 shared internet/phone	101 · Operating Checking	-107.32	
	3	Bill	03/17/2020		St 2 shared internet/phone	770 · Communications	107.32	-107.32
TOTAL							107.32	-107.32
	20953	Bill Pmt -Check	04/07/2020	Dinges Fire Company	Boots	101 · Operating Checking	-2,728.00	
	08313	Bill	03/30/2020		Boots	860 · Clothing	2,728.00	-2,728.00
TOTAL							2,728.00	-2,728.00

Deer Grove EMS District
Bill Payment Detail
April 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	20954	Bill Pmt -Check	04/07/2020	Johnson Block and Company, Inc.	Remaining Audit Bill	101 · Operating Checking	-1,700.00	
	473410	Bill	03/30/2020		Remaining Audit Bill	881 · Accounting Fees	1,700.00	-1,700.00
TOTAL							1,700.00	-1,700.00
	20955	Bill Pmt -Check	04/07/2020	Landmark Services Cooperative	March Fuel	101 · Operating Checking	-529.11	
		Bill	03/31/2020		March Fuel	831 · Fuel	529.11	-529.11
TOTAL							529.11	-529.11
	20956	Bill Pmt -Check	04/07/2020	Life-Assist, Inc.	DuoNeb/Aspirin	101 · Operating Checking	-25.69	
	989745	Bill	04/02/2020		DuoNeb/Aspirin	850 · Medical Supplies	25.69	-25.69
TOTAL							25.69	-25.69
	20957	Bill Pmt -Check	04/07/2020	US Bank		101 · Operating Checking	-6,064.32	
		Bill	03/29/2020			One Card - Office Use Only	3,728.09	-3,728.09
		Bill	03/29/2020			One Card - Eric Lang	565.74	-565.74
		Bill	03/29/2020			One Card - Lisa Antoniewicz	53.08	-53.08
		Bill	03/29/2020			One Card - Mandy Cysiewski	1,717.41	-1,717.41
TOTAL							6,064.32	-6,064.32
	20958	Bill Pmt -Check	04/07/2020	WEX Bank	March Fuel	101 · Operating Checking	-492.41	
	64635784	Bill	03/31/2020		March Fuel	831 · Fuel	492.41	-492.41
TOTAL							492.41	-492.41
	EFT	Liability Check	04/10/2020	Bank of Deerfield		101 · Operating Checking	-16,889.62	
						Direct Deposit Liability	16,189.62	-16,189.62
						Direct Deposit Liability	700.00	-700.00
TOTAL							16,889.62	-16,889.62
	EFT	Liability Check	04/10/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
					98971-01	WI Deferred Comp Liability	280.00	-280.00
					98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL							430.00	-430.00
	EFT	Liability Check	04/14/2020	EFTTPS	39-1293690	101 · Operating Checking	-5,805.78	
					39-1293690	224 · FICA/Fed Payable	2,103.00	-2,103.00
					39-1293690	2242 · FICA/Fed Payable-ER	1,500.49	-1,500.49

Deer Grove EMS District
Bill Payment Detail
April 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					39-1293690	2241 · FICA/Fed Payable-EE	1,500.49	-1,500.49
					39-1293690	2242 · FICA/Fed Payable-ER	350.90	-350.90
					39-1293690	2241 · FICA/Fed Payable-EE	350.90	-350.90
TOTAL							5,805.78	-5,805.78
	EFT	Liability Check	04/14/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,131.55	
					036-0000519180-02	225 · State Withholding	1,131.55	-1,131.55
TOTAL							1,131.55	-1,131.55
	EFT	Liability Check	04/24/2020	Bank of Deerfield		101 · Operating Checking	-16,308.12	
						Direct Deposit Liability	15,608.12	-15,608.12
						Direct Deposit Liability	700.00	-700.00
TOTAL							16,308.12	-16,308.12
	20969	Liability Check	04/24/2020	Fire Fighters Local 311		101 · Operating Checking	-246.15	
						Local 311 Dues	246.15	-246.15
TOTAL							246.15	-246.15
	EFT	Liability Check	04/24/2020	Wisconsin Deferred Compensation	98971-01	101 · Operating Checking	-430.00	
					98971-01	WI Deferred Comp Liability	280.00	-280.00
					98971-01	WI Deferred Comp Liability	150.00	-150.00
TOTAL							430.00	-430.00
	EFT	Liability Check	04/28/2020	EFTTPS		101 · Operating Checking	-6,034.08	
						224 · FICA/Fed Payable	2,362.00	-2,362.00
						2242 · FICA/Fed Payable-ER	1,488.02	-1,488.02
						2241 · FICA/Fed Payable-EE	1,488.02	-1,488.02
						2242 · FICA/Fed Payable-ER	348.02	-348.02
						2241 · FICA/Fed Payable-EE	348.02	-348.02
TOTAL							6,034.08	-6,034.08
	EFT	Liability Check	04/30/2020	Employee Trust Funds	5300000	101 · Operating Checking	-8,085.05	
					5300000	2272 · Employer Share WRS	5,133.51	-5,133.51
					5300000	2271 · Employee Share WRS	2,951.54	-2,951.54
TOTAL							8,085.05	-8,085.05
	EFT	Liability Check	04/30/2020	Wisconsin Department of Revenue	036-0000519180-02	101 · Operating Checking	-1,048.65	

Deer Grove EMS District
Bill Payment Detail
April 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
					036-0000519180-02	225 · State Withholding	1,048.65	-1,048.65
TOTAL							1,048.65	-1,048.65
	20960	Bill Pmt -Check	04/21/2020	Brett Weisensel	Fogger	101 · Operating Checking	-99.00	
		Bill	04/21/2020		Fogger	879 · Health Maintenance & Safety	99.00	-99.00
TOTAL							99.00	-99.00
	20961	Bill Pmt -Check	04/21/2020	Conway Shield	Cleaner	101 · Operating Checking	-232.65	
	0455456-IN	Bill	04/01/2020		Cleaner	898 · Building and Grounds	232.65	-232.65
TOTAL							232.65	-232.65
	20962	Bill Pmt -Check	04/21/2020	Forward Pharmacy	Childrens Tylenol/Ibuprofen	101 · Operating Checking	-146.32	
		Bill	04/01/2020		Childrens Tylenol/Ibuprofen	850 · Medical Supplies	146.32	-146.32
TOTAL							146.32	-146.32
	20963	Bill Pmt -Check	04/21/2020	Jackson Lewis P.C.	Misc Legal Fees	101 · Operating Checking	-2,862.00	
	7528083	Bill	04/15/2020	COVID-19	COVID Related	880 · Legal Fees	432.00	-432.00
					MATC Agreement	880 · Legal Fees	2,430.00	-2,430.00
TOTAL							2,862.00	-2,862.00
	20964	Bill Pmt -Check	04/21/2020	Life-Assist, Inc.	Atropine	101 · Operating Checking	-112.17	
	990639	Bill	04/03/2020		Atropine	850 · Medical Supplies	112.17	-112.17
TOTAL							112.17	-112.17
	20965	Bill Pmt -Check	04/21/2020	MadWraps LLC	Fix wrap	101 · Operating Checking	-185.25	
	10236	Bill	04/08/2020		Fix wrap	829 · Vehicle Maintenance	185.25	-185.25
TOTAL							185.25	-185.25
	20966	Bill Pmt -Check	04/21/2020	O'Reilly Auto Parts	Wiper blades	101 · Operating Checking	-113.96	
	4331-330625	Bill	04/08/2020		Wiper blades	829 · Vehicle Maintenance	113.96	-113.96
TOTAL							113.96	-113.96
	20967	Bill Pmt -Check	04/21/2020	Safelite AutoGlass	Repair Windshield Chip	101 · Operating Checking	-89.98	
	05176-272251	Bill	04/08/2020		Repair Windshield Chip	829 · Vehicle Maintenance	89.98	-89.98
TOTAL							89.98	-89.98

Deer Grove EMS District
Bill Payment Detail
April 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
	20968	Bill Pmt -Check	04/21/2020	Society Insurance	Work Comp	101 · Operating Checking	-1,676.00	
		Bill	04/12/2020		Work Comp	722 · Workmans Comp	1,676.00	-1,676.00
TOTAL							1,676.00	-1,676.00
	EFT	Liability Check	04/22/2020	Employee Trust Funds	5300000	101 · Operating Checking	-11,778.38	
					5300000	Health Insurance Liability - ER	10,414.76	-10,414.76
					5300000	Health Insurance Liability - EE	1,363.62	-1,363.62
TOTAL							11,778.38	-11,778.38
	EFT	Liability Check	04/29/2020	Aflac	MCY18	101 · Operating Checking	-246.76	
					MCY18	Aflac	246.76	-246.76
TOTAL							246.76	-246.76
		Bill Pmt -CCard	04/09/2020	Charter Communications	Station 1 phone and internet	One Card - Office Use Only	-158.39	
	0000443040120	Bill	04/10/2020		Apr Shared Internet Services	770 · Communications	69.99	-69.99
					Apr phone/fax	770 · Communications	88.40	-88.40
TOTAL							158.39	-158.39
		Bill Pmt -CCard	04/09/2020	GFC Leasing WI	Copier Lease	One Card - Office Use Only	-48.30	
	I00572880	Bill	03/21/2020		Copier Lease	740 · Office Equipment (expense)	48.30	-48.30
TOTAL							48.30	-48.30
		Bill Pmt -CCard	04/20/2020	Bound Tree Medical, LLC	Wipes	One Card - Office Use Only	-9.69	
	83592862	Bill	04/16/2020		Wipes	850 · Medical Supplies	9.69	-9.69
TOTAL							9.69	-9.69
		Bill Pmt -CCard	04/15/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-136.60	
	83587264	Bill	04/13/2020		1 way flutter valve mask	850 · Medical Supplies	61.50	-61.50
	83587263	Bill	04/13/2020		Duo Neb/Collars	850 · Medical Supplies	75.10	-75.10
TOTAL							136.60	-136.60
		Bill Pmt -CCard	04/16/2020	Bound Tree Medical, LLC		One Card - Office Use Only	-175.25	
	83589309	Bill	04/14/2020		Sodium Chloride	850 · Medical Supplies	62.88	-62.88
	83589310	Bill	04/14/2020		O2 Mask	850 · Medical Supplies	47.00	-47.00
	83589311	Bill	04/14/2020		Test Lung	850 · Medical Supplies	65.37	-65.37
TOTAL							175.25	-175.25

Deer Grove EMS District
Bill Payment Detail
April 2020

	Num	Type	Date	Name	Memo	Account	Original Amount	Paid Amount
		Bill Pmt -CCard	04/22/2020	Airgas USA, LLC	O2	One Card - Office Use Only	-65.43	
	9969446617	Bill	04/01/2020		O2	850 · Medical Supplies	65.43	-65.43
TOTAL							65.43	-65.43
		Bill Pmt -CCard	04/22/2020	Gordon Flesch	Copies	One Card - Office Use Only	-22.72	
	IN12908856	Bill	04/07/2020		Copies	740 · Office Equipment (expense)	22.72	-22.72
TOTAL							22.72	-22.72
		Bill Pmt -CCard	04/29/2020	Verizon Wireless		One Card - Office Use Only	-178.63	
	9852257227	Bill	04/10/2020		Car 79 Jet pack	770 · Communications	30.03	-30.03
					M81 Jet pack	770 · Communications	30.03	-30.03
					M80 phone	770 · Communications	1.11	-1.11
					M81 phone	770 · Communications	0.91	-0.91
					M78 phone	770 · Communications	1.99	-1.99
					C79 phone	770 · Communications	0.91	-0.91
					M80 cradlepoint	770 · Communications	30.05	-30.05
					Chief	770 · Communications	53.57	-53.57
					M78 cradlepoint	770 · Communications	30.03	-30.03
TOTAL							178.63	-178.63
		Bill Pmt -CCard	04/30/2020	Bound Tree Medical, LLC	Medical Supplies	One Card - Office Use Only	-49.54	
	83606232	Bill	04/28/2020		Medical Supplies	850 · Medical Supplies	49.54	-49.54
TOTAL							49.54	-49.54

Deer Grove EMS District
Credit Card Purchases
April 2020

Date	Source Name	Memo	Split	Amount
301 · One Card				
One Card - Eric Lang				
04/10/2020	USPS	Commission Packet mailing/stamps	742 · Office Supplies	64.60
04/13/2020	Menards	Decon materials	898 · Building and Grounds	42.95
04/22/2020	Menards	Misc supplies	-SPLIT-	56.94
Total One Card - Eric Lang				164.49
One Card - Mandy Cysiewski				
04/07/2020	Amazon.com	3 ring binder/wireless mouse	742 · Office Supplies	42.48
04/13/2020	Amazon.com	Hand Cleaner	898 · Building and Grounds	28.90
04/13/2020	Amazon.com	Waterproof Shoe Tray	898 · Building and Grounds	19.12
04/16/2020	Amazon.com	Sprayer/stamp set	-SPLIT-	24.97
04/16/2020	Amazon.com	Work boots - Lang	860 · Clothing	76.95
04/30/2020	Amazon.com	Lens Wipes	879 · Health Maintenance & ...	16.99
Total One Card - Mandy Cysiewski				209.41
Total 301 · One Card				373.90
TOTAL				**373.90**

Deer Grove EMS District
Payroll Transaction Detail
April 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
04/10/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	50	1,073.50
			Anders, Devon C	Vacation Hourly Rate	14	300.58
			Anders, Devon C	Vacation OT Hourly Rate	10	322.10
						1,696.18
04/24/2020	DD	Paycheck	Anders, Devon C	Regular Hourly Rate	56	1,202.32
			Anders, Devon C	Overtime Hourly Rate	16	515.36
			Anders, Devon C	Vacation Hourly Rate	24	515.28
						2,232.96
04/10/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	34.5	951.86
			Antoniewicz, Lisa M	Regular Hourly Rate	20.5	565.60
			Antoniewicz, Lisa M	Overtime Hourly Rate	4.5	186.26
			Antoniewicz, Lisa M	Overtime Hourly Rate	4	165.56
			Antoniewicz, Lisa M	Vacation Hourly Rate	25	689.75
						2,559.03
04/24/2020	DD	Paycheck	Antoniewicz, Lisa M	Regular Hourly Rate	50	1,379.50
			Antoniewicz, Lisa M	Overtime Hourly Rate	22	910.58
			Antoniewicz, Lisa M	Regular Hourly Rate	26	717.34
			Antoniewicz, Lisa M	National Pd Leave FMLA		441.48
						3,448.90
04/10/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	64	1,419.52
			Belden, Elliott H	Overtime Hourly Rate	8	266.16
						1,685.68
04/24/2020	DD	Paycheck	Belden, Elliott H	Regular Hourly Rate	78	1,730.04
			Belden, Elliott H	Overtime Hourly Rate	9	299.43
						2,029.47
04/10/2020	DD	Paycheck	Bell, Cristalyne J	Training Attendance Stipend	1	18.00
						18.00
04/10/2020	DD	Paycheck	Campbell, Erin A	Regular Hourly Rate	1	17.00
			Campbell, Erin A	Regular Hourly Rate	12.75	216.75
						233.75
04/10/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	80	1,717.60
			Cummings, Ross E	Overtime Hourly Rate	41.5	1,336.72
						3,054.32

Deer Grove EMS District
Payroll Transaction Detail
April 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
04/24/2020	DD	Paycheck	Cummings, Ross E	Regular Hourly Rate	64	1,374.08
			Cummings, Ross E	Overtime Hourly Rate	32	1,030.72
			Cummings, Ross E	Vacation Hourly Rate	16	343.52
			Cummings, Ross E	Vacation OT Hourly Rate	8	257.68
						3,006.00
04/10/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	48	816.00
			Curry, Clairissa K	Regular Hourly Rate	1	17.00
						833.00
04/24/2020	DD	Paycheck	Curry, Clairissa K	Regular Hourly Rate	8	136.00
						136.00
04/10/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
			Cysiewski, Mandy J	Training Attendance Stipend	1	18.00
						594.00
04/24/2020	DD	Paycheck	Cysiewski, Mandy J	Regular Hourly Rate	32	576.00
						576.00
04/10/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	12	204.00
						204.00
04/24/2020	DD	Paycheck	Dostalek, Jeffrey J	Regular Hourly Rate	24	408.00
						408.00
04/10/2020	DD	Paycheck	Einstein, Justin D	Weekday Stipend	4	72.00
			Einstein, Justin D	Training Attendance Stipend	1	18.00
						90.00
04/10/2020	DD	Paycheck	Ennis, Jamie L	Weekday Stipend	1	18.00
						18.00
04/10/2020	DD	Paycheck	Fedorowicz, Samantha E	Weekday Stipend	3	54.00
						54.00
04/10/2020	DD	Paycheck	Furger, Jenna J	Weekday Stipend	7	126.00
			Furger, Jenna J	Training Attendance Stipend	1	18.00
						144.00

Deer Grove EMS District
Payroll Transaction Detail
April 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
04/10/2020	DD	Paycheck	Hartman, Michael D	Weekday Stipend	4	72.00
			Hartman, Michael D	Training Attendance Stipend	1	18.00
						90.00
04/10/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
04/24/2020	DD	Paycheck	Lang, Eric A	Salary	80	3,269.23
						3,269.23
04/10/2020	DD	Paycheck	Lasko, Wendy J	Overtime Hourly Rate	8	253.60
			Lasko, Wendy J	Regular Hourly Rate	80	1,690.40
			Lasko, Wendy J	Overtime Hourly Rate	8	253.60
						2,197.60
04/24/2020	DD	Paycheck	Lasko, Wendy J	Regular Hourly Rate	24	507.12
			Lasko, Wendy J	Overtime Hourly Rate	32	1,064.64
			Lasko, Wendy J	Regular Hourly Rate	40	887.20
						2,458.96
04/10/2020	DD	Paycheck	Luebke, Joshua R	Weekday Stipend	4	72.00
						72.00
04/10/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	1	17.00
			Martin, Alexa S	Regular Hourly Rate	24	408.00
						425.00
04/24/2020	DD	Paycheck	Martin, Alexa S	Regular Hourly Rate	24	408.00
						408.00
04/10/2020	DD	Paycheck	McMullen, Jeremy B	Weekday Stipend	22	396.00
			McMullen, Jeremy B	Weekend Stipend	18	324.00
			McMullen, Jeremy B	Training Attendance Stipend	1	18.00
						738.00
04/10/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	16	467.36
						2,024.96

Deer Grove EMS District
Payroll Transaction Detail
April 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
04/24/2020	DD	Paycheck	Mickelson, Matthew A	Regular Hourly Rate	80	1,557.60
			Mickelson, Matthew A	Overtime Hourly Rate	40	1,168.40
						2,726.00
04/10/2020	DD	Paycheck	Miles, Thomas E	Weekday Stipend	4	72.00
			Miles, Thomas E	Weekend Stipend	2	36.00
						108.00
04/10/2020	DD	Paycheck	Salov, Courtney A	Regular Hourly Rate	17.5	297.50
						297.50
04/10/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	64	1,374.08
			Sanders, Seth C	Overtime Hourly Rate	8	257.68
			Sanders, Seth C	Regular Hourly Rate	3	64.41
						1,696.17
04/24/2020	DD	Paycheck	Sanders, Seth C	Regular Hourly Rate	68	1,459.96
			Sanders, Seth C	Overtime Hourly Rate	16	515.36
			Sanders, Seth C	Vacation Hourly Rate	12	257.64
						2,232.96
04/10/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	80	1,637.60
			Schlicht, Trevor A	Overtime Hourly Rate	16	491.36
						2,128.96
04/24/2020	DD	Paycheck	Schlicht, Trevor A	Regular Hourly Rate	64	1,310.08
			Schlicht, Trevor A	Overtime Hourly Rate	8	245.68
						1,555.76
04/24/2020	DD	Paycheck	Sefcik, Daniel D	Regular Hourly Rate	12	204.00
						204.00
04/10/2020	DD	Paycheck	Severson, Erik L	Weekday Stipend	3	54.00
			Severson, Erik L	Training Attendance Stipend	1	18.00
						72.00
04/10/2020	DD	Paycheck	Stier, Peter	Medical Director Fee		500.00
						500.00
04/10/2020	DD	Paycheck	Wargo, Thomas V	Weekday Stipend	1	18.00
						18.00

Deer Grove EMS District
Payroll Transaction Detail
April 2020

Date	Num	Type	Source Name	Payroll Item	Qty	Amount
04/10/2020	DD	Paycheck	Yelk Meinholz, Amy M	Weekday Stipend	2	36.00
			Yelk Meinholz, Amy M	Weekend Stipend	1	18.00
			Yelk Meinholz, Amy M	Training Attendance Stipend	1	18.00
						72.00
TOTAL						**49,585.62**

Deer Grove EMS District
Deposit Detail
April 2020

Type	Date	Name	Memo	Account	Amount
General Journal	**04/30/2020**	**LifeQuest**	**Payment Received - Overpayment Returns - Apr**	**105 · Hometown Bank**	**40,565.15**
		LifeQuest	Payment Received - Overpayment Returns - Apr	1210 · Lifequest Receivables	-40,565.15
TOTAL					-40,565.15
General Journal	**04/30/2020**		**Payment received with no paperwork**	**105 · Hometown Bank**	**101.95**
			Payment received with no paperwork	Lifequest Deposit Adjustments	-101.95
TOTAL					-101.95
Deposit	**04/30/2020**		**Deposit**	**103 · Savings bank of Deerfield**	**1,179.69**
		Landmark Services Coop	Deposit	831 · Fuel	-39.85
Payment	04/01/2020	Town of Cottage Grove:Cottage Grove ...		1499 · Undeposited Funds	-69.99
Payment	04/29/2020	Town of Cottage Grove:Cottage Grove ...		1499 · Undeposited Funds	-69.99
Payment	04/29/2020	Cottage Grove Police Dept.		1499 · Undeposited Funds	-999.86
TOTAL					-1,179.69
Deposit	**04/16/2020**		**Deposit**	**103 · Savings bank of Deerfield**	**8,018.86**
		Centers for Medicare and Medicaid	Stimulus Money	625 · Misc Government Revenue	-8,018.86
TOTAL					-8,018.86
Deposit	**04/30/2020**		**Interest**	**103 · Savings bank of Deerfield**	**106.76**
			Interest	640 · Interest Earned	-106.76
TOTAL					-106.76
Deposit	**04/30/2020**		**Interest**	**101 · Operating Checking**	**0.78**
			Interest	640 · Interest Earned	-0.78
TOTAL					-0.78

Aging Summary Report

2018	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from Collections
January	193	77,490.96	40,382.52	30,769.00	15,148.00	4,715.00	8,422.40	15,844.96	192,772.84		40,563.24
February	228	110,117.64	40,368.00	23,290.26	20,148.17	9,211.40	2,302.80	22,784.56	228,222.83		35,926.17
March	245	95,006.48	60,922.26	26,786.80	15,132.83	11,889.20	5,197.40	23,049.56	237,984.53		40,942.37
April	222	72,228.95	53,100.88	39,572.38	14,691.00	11,422.20	3,308.20	23,501.76	217,825.37		36,668.79
May	236	99,106.66	31,953.62	20,818.07	28,126.98	20,101.20		21,024.56	221,131.09		54,903.91
June	229	78,840.02	53,395.40	16,373.55	12,164.89	19,230.00		27,150.96	207,154.82		38,077.81
July	220	84,606.57	61,585.84	29,871.62	12,279.75	7,548.69	7,779.00	20,684.10	224,355.57		37,155.27
August	228	80,439.00	45,447.53	40,351.17	24,722.24	4,254.32	8,860.40	27,653.10	231,727.76		33,914.19
September	217	54,355.03	62,208.89	30,768.11	35,987.17	11,528.36		26,696.70	221,544.26		31,890.44
October	200	42,844.40	49,259.79	34,151.89	29,538.11	28,040.64		23,102.42	206,937.25		39,706.89
November	176	25,971.91	40,098.64	33,661.39	21,988.29	33,325.00		23,353.30	178,398.53		34,564.47
December	202	45,646.53	54,893.11	35,180.18	25,247.59	28,977.37		29,158.70	219,103.48		25,613.83
	2596									0.00	449,927.38

2019	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from Collections
January	199	31,346.95	56,391.67	28,271.78	27,854.88	18,701.80		36,609.10	199,176.18		48,757.06
February	208	53,194.16	52,674.93	34,378.74	17,762.88	28,889.40		32,683.30	219,583.41		32,875.12
March	193	53,471.33	61,381.30	23,473.34	24,674.14	15,776.74		17,319.70	196,096.55		58,118.70
April	181	52,431.24	52,890.01	26,646.08	14,602.10	20,722.49		20,270.70	187,562.62		55,108.87
May	153	52,765.43	40,573.68	17,361.72	17,928.18	12,430.57		11,381.90	152,441.48		53,992.37
June	165	49,043.76	45,335.65	34,582.58	11,066.42	14,170.90		13,686.57	167,885.88		43,938.15
July	177	69,191.46	35,989.67	26,431.68	27,742.68	12,885.00		10,086.20	182,326.69		27,963.23
August	176	79,771.93	47,802.44	17,256.04	17,110.49	18,078.98		11,910.10	191,929.98		47,957.50
September	179	74,047.49	36,321.27	23,141.77	14,002.68	28,620.28		10,595.10	186,728.59		37,491.65
October	177	51,185.16	63,638.53	23,040.94	17,040.37	11,088.00		18,296.78	184,289.78		45,611.85
November	169	70,102.66	20,678.15	29,309.43	14,593.71	12,993.40		17,940.88	165,618.23		44,753.43
December	153	61,419.76	39,267.29	13,857.38	17,053.15	8,995.83		19,419.98	160,013.39		31,391.23
	2130									0.00	527,959.16

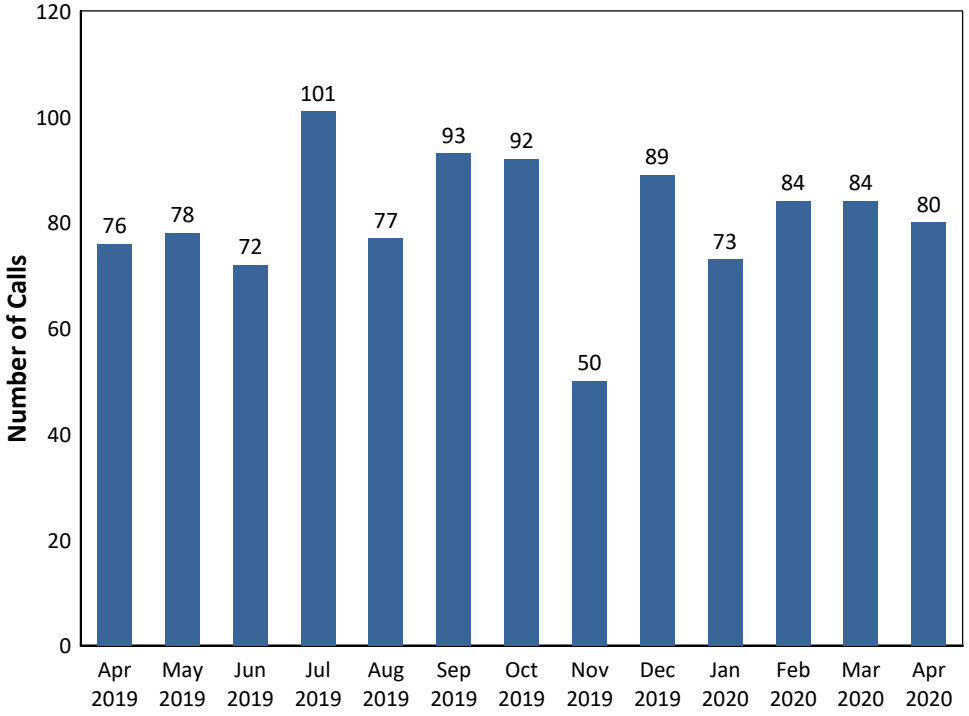
2020	Billable Units	Current	31-60 days	61-90 days	91-120	121-150	151-180	Over 180	Total	Write Offs	Deposit from Collections
January	136	69,553.65	25,928.60	17,294.08	4,664.02	9,032.50		11,891.90	138,364.75		59,576.49
February	142	73,178.63	34,980.89	20,277.10	8,794.14	4,121.05		12,619.95	153,971.76		32,226.95
March	134	52,221.77	41,585.77	12,039.52	14,988.30	2,799.60		10,327.70	133,962.66		38,048.92
April	134	55,925.08	32,793.27	18,757.47	8,853.60	9,774.70		5,770.10	131,874.22		37,289.94
May											
June											
July											
August											
September											
October											
November											
December											
	546									0.00	167,142.30

Total Runs Entered

Deer-Grove EMS District

April 2019 to April 2020

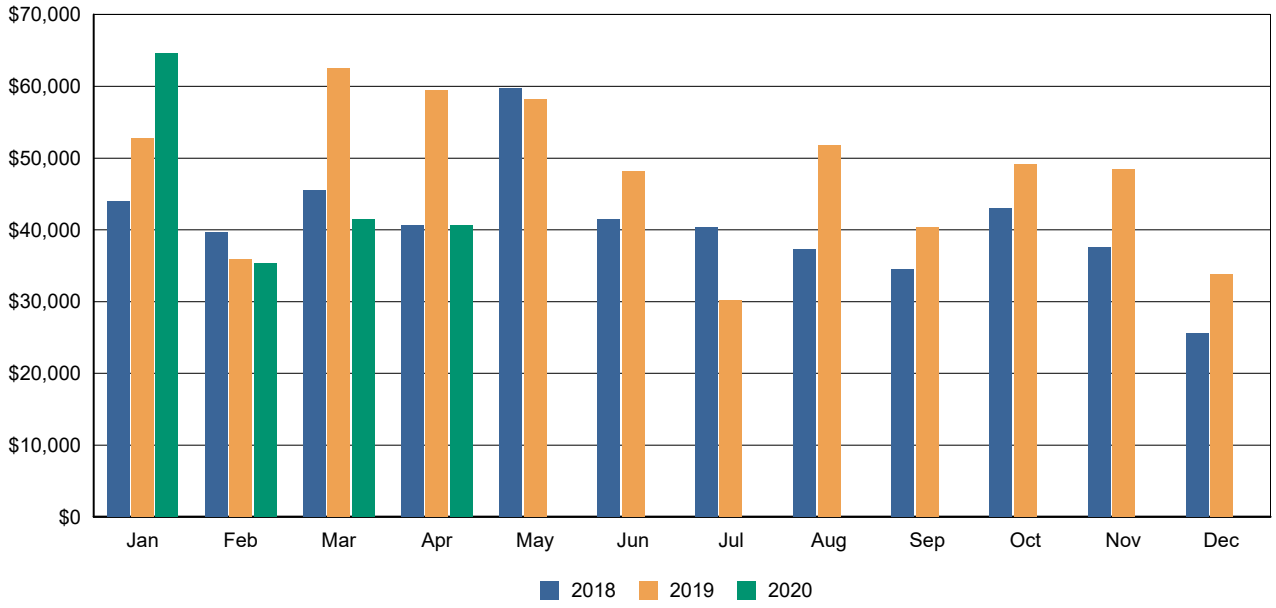
These numbers are based on the Date Of Entry at LifeQuest Services of each individual run.



All Phases Gross Revenue

Deer-Grove EMS District

January 2018 to April 2020



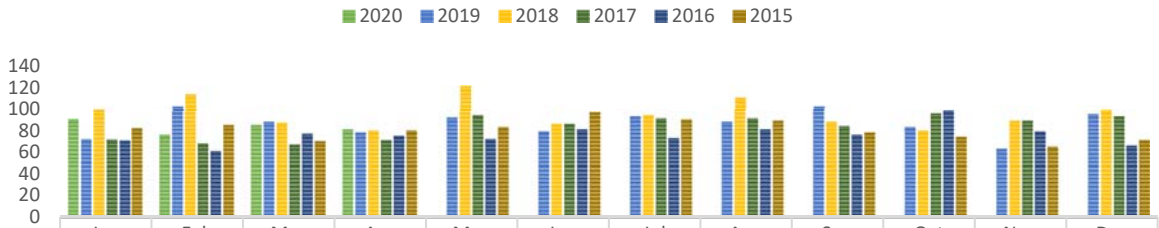
	2018	2019	2020
January	$44,000	$52,789	$64,581
February	$39,682	$35,874	$35,349
March	$45,580	$62,603	$41,495
April	$40,624	$59,518	$40,565
May	$59,762	$58,122	$0
June	$41,489	$48,182	$0
July	$40,426	$30,114	$0
August	$37,271	$51,774	$0
September	$34,504	$40,318	$0
October	$42,987	$49,181	$0
November	$37,564	$48,473	$0
December	$25,614	$33,842	$0
Total Gross Revenue	**$489,503**	**$570,790**	**$181,990**

Deer-Grove EMS

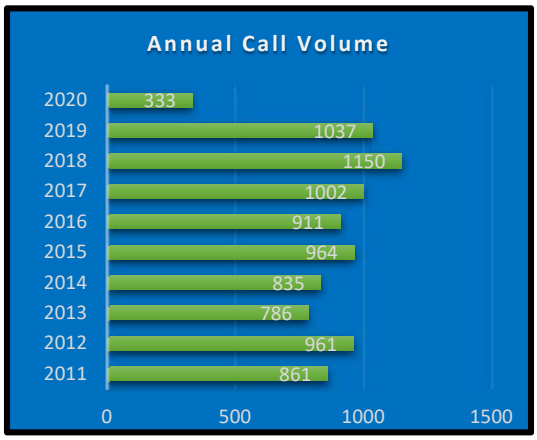
STAFF REPORT
APRIL 2020

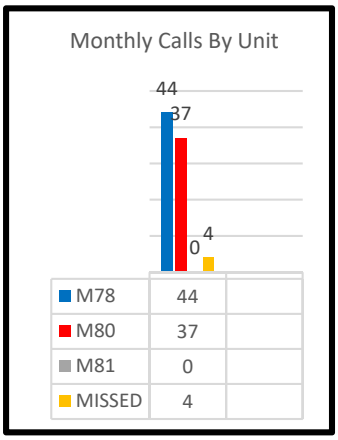
MISSION:
Deer Grove EMS provides for the health and well-being of our communities with a team of professionals that are dedicated, knowledgeable and have a vested interest in our neighbors.

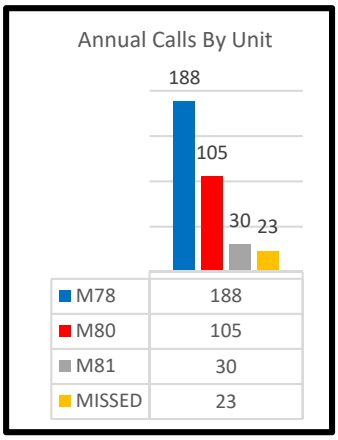
MONTHLY CALL VOLUMES

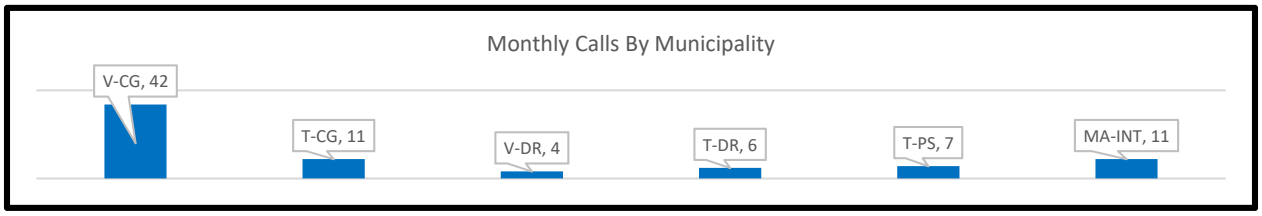


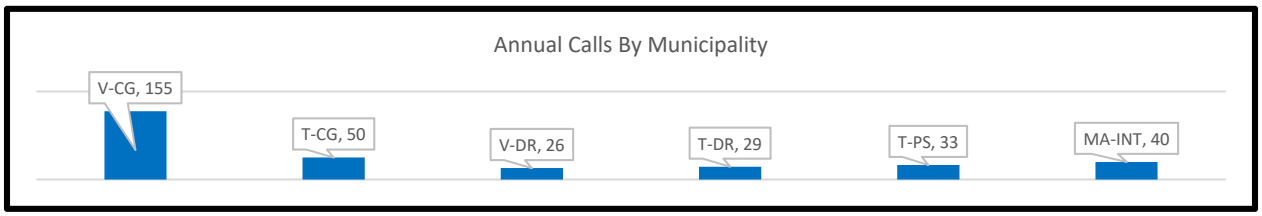
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	91	76	85	81	0	0	0	0	0	0	0	0
2019	72	103	88	78	92	79	93	88	103	83	63	95
2018	100	114	87	80	122	86	94	111	88	80	89	99
2017	72	68	67	71	94	86	91	91	84	96	89	93
2016	71	61	77	75	72	81	73	81	76	99	79	66
2015	82	85	70	80	83	97	90	89	78	74	65	71

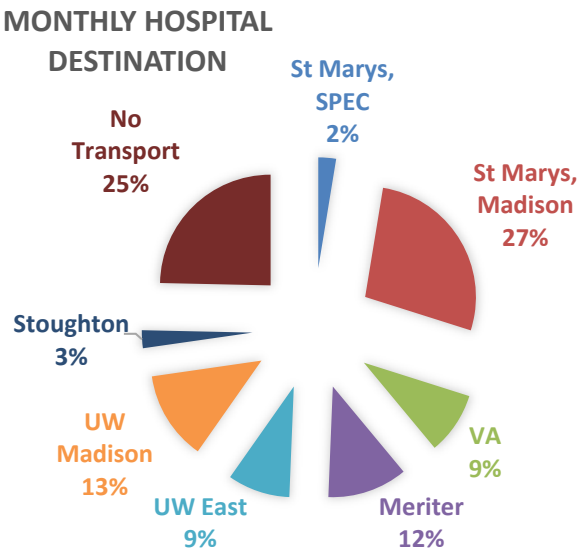




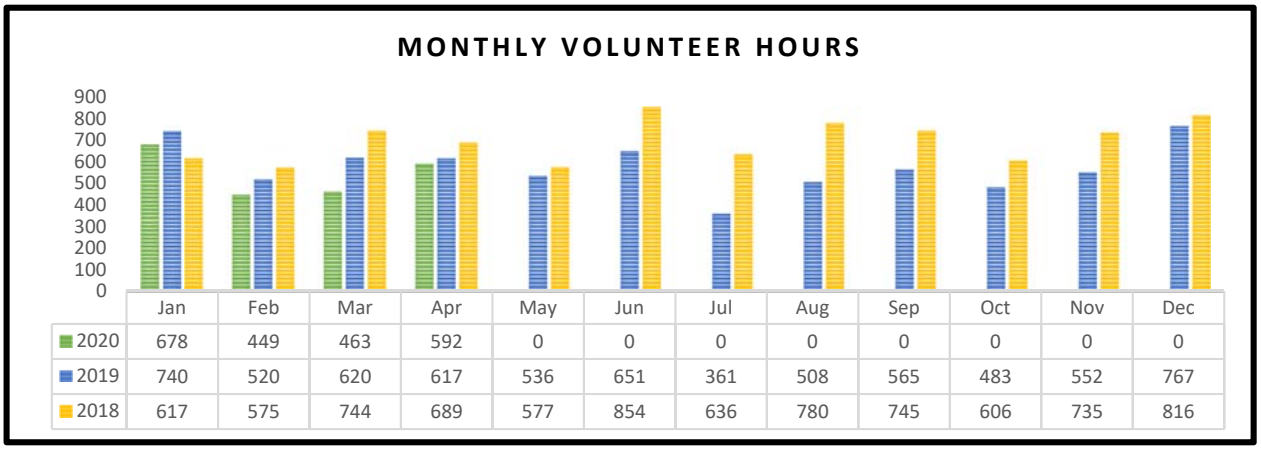








Top 10 Provider Impressions
Weakness
History of falling
Respiratory - COPD Exacerbation
Behavioral - Anxiety
Behavioral - Depression
Behavioral - Mental Disorder Not Listed
CV - Cardiac Arrhythmia/Dysrhythmia
Infectious - Sepsis
Injury - Head without L.O.C
Muscle weakness (generalized)



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	678	449	463	592	0	0	0	0	0	0	0	0
2019	740	520	620	617	536	651	361	508	565	483	552	767
2018	617	575	744	689	577	854	636	780	745	606	735	816

Membership Roster:

Full-Time

Anders, Devon	Paramedic
Antoniewicz, Lisa	RN, CCEMT-P
Belden, Elliott	Paramedic
Cummings, Ross	CCEMT-P
Lang, Eric	Paramedic
Lasko, Wendy	RN, EMT-P
Mickelson, Matthew	RN, EMT-P
Sanders, Seth	Paramedic
Schlicht, Trevor	Paramedic

Limited-Term

*Adler, Bryan	Paramedic
Campbell, Erin	Paramedic
Curry, Clairissa	Paramedic
Dostalek, Jeffrey	Paramedic
Frye, Brandyn	Paramedic
Jensen, Andrew	Paramedic
*Lillegard, Micah	CCEMT-P
Martin, Alexa	RN, EMT-P
Regali, Trevor	Paramedic
Salov, Courtney	Paramedic
Sefcik, Daniel	Paramedic

Volunteer

Bell, Cristalyne	EMT
*Berggren, Kathryn	Paramedic
Bischel, Bryce T	AEMT
Cushing, Daniel P	EMT
Cysiewski, Mandy**	EMT
Einstein, Justin	Paramedic
Ennis, Jamie	Paramedic
Fedorowicz, Samantha	AEMT
Furger, Jenna	EMT
Griffin, Elisabeth	AEMT
Hartman, Michael	AEMT
Luebke, Joshua	AEMT
McMullen, Jeremy	Paramedic
Miles, Thomas	RN, EMT
*Schultz, Lisa	RN
Severson, Erik	EMT
Smithback, Melissa	EMT
Wargo, Thomas	RN, EMT
Yelk-Meinholz, Amy	Paramedic

*= Currently on Leave of Absence
**= Part-Time Office/Accounts Manager

Vehicle Maintenance Notes:

M80 was taken to Badger Motors for a routine PM and had the house batteries replaced. See additional note in Chief's Report

Vehicle	Beginning Mileage	Ending Mileage	Beginning Hours	Ending Hours
M78	49,120	50,732	2280	2342
M80	66,321	67,975	3148	3221
M81	150,154	150,211	8211.5	8214
C79	44,600	45,075		

Deputy Chief's Report

Training Report:

The membership met virtually for training in April due to the COVID-19 Pandemic. Greg Chism from Madison Family Service, Inc gave a brief presentation on health and wellbeing during pandemic times. Members were advised of how to access the Employee Assistance Program during the Safer at Home order. The membership was also able to renew CPR certifications virtually. May's training will again be conducted virtually – covering the lecture/theory components of High-Performance CPR and the LUCAS device.

Upcoming training sessions:

SSM Infectious Disease Training – May 21 - Virtual
Autism Training – June 22 – Deerfield - Postponed
UW Emergency Care and Trauma Symposium – Jun 22/23 – Wisc Dells – Canceled

Training Center:

- No classes were taught in April. Classes are postponed until the COVID-19 situation changes.
- Hydrite Chemical has tentatively scheduled First Aid/CPR classes for August, with the understanding that this may change in response to the state of the pandemic.

Public Relations/Special Events:

- All in-person public events were either canceled or postponed.
- We have participated in several birthday parades for community members.
- Deer-Grove EMS was also selected as the winner of the NOVID 50K contest, which awarded 15 members (and family) entrance fees for the virtual 50K event. Several DGEMS members completed the event.

Upcoming events:

Cottage Grove FD Training Burn – May 30
ARCA Race – Aug 7

Canceled/Postponed:

Ragnar Relay – May 16 - canceled
Triad Senior Session on Safety – May 19 - canceled
Cottage Grove Memory Café Presentation – May 27 – postponed
Deerfield Festival – May 29/30/31 - canceled
Ironman 70.3 – June 14 - postponed
Cottage Grove Festival – June 18/19/20/21 - canceled
Rugby HS Tournament – June 6 - canceled
Hot2Trot Run – June 20 – gone virtual (no standby unit needed)
Rugby Midwest RCT – June 27/28 – canceled

Chief's Report

- Due to the COVID-19, access to our stations remains limited.
- A new process was implemented to spray sanitize each frontline ambulance every eight days.
  - The ambulances are routinely cleaned at the beginning of each shift by the on-duty staff
  - The new process uses an automotive paint spray and a viricide/bactericide product called MediClean
  - This is completed when an ambulance is not on duty
  - Sanitization can also occur outside of this schedule whenever necessary due to contamination
- The approved COVID-19 return to work guideline was adjusted at the recommendation of Public Health.
  - Return to work extended to 10 days in category 3 and 4, as it was discovered a person was contagious longer than the 7 days previously used as guideline. (Revision Attached)
- Cottage Grove Fire Department is hosting a live fire training event on May 30th
  - They will use the home on the west end of the new school property.
  - We are working with them on planning and have asked to pre-screen all firefighters who participate.
- While responding to a call for service, M80 suffered radiator and cooling fan damage
  - It was towed to TruckStar, as it was just repaired here after the cowlision.
  - TruckStar's evaluation found no faulty installation of parts and no manufacturer defect of installed parts.
  - They believe an object may have struck the fan and radiator causing the damage.

- Powertrain warranty only covers to the water pump, it would not have covered the fan and radiator.
- TruckStar significantly discounted the bill by charging cost for parts, paying the tow, and included no labor charges.

- After seeing an article discussing a new UV-Germicidal treatment unit for healthcare agencies to treat N95 masks, Lt McMullen reached out to the manufacturer for more information.
  - He was pleased to find it was a local company and they were willing to donate the unit, a Germicidal UV Radiation Chamber, to DGEMS. The only condition being we provide them feedback to make the unit better.
  - After review with our lawyer and insurance resulted in approval, the unit is set to be delivered.
  - Inventor is Bruce Winkler and manufacturer is Electronic Theatre Controls of Middleton.
- Hastings Air Energy Control as tentatively set the install of the Plymovent system for the week of May 18th.

April Quick Stats

Date	Amb 1	Amb 2 / FR	Reason Used	Ending Miles	Driver
1	24	13	EMERGENCY CALL	44642	Jeremy McMullen
2	24	0	Meeting - Out of District	44689	Eric Lang
3	24	24	Meeting - In District	44709	Eric Lang
4	24	24	Staffing	44732	Wendy Lasko
5	24	24	Staffing	44783	Wendy Lasko
6	24	0	Meeting - Out of District	44823	Eric Lang
7	24	0	Meeting - Out of District	44860	Eric Lang
8	24	11			
9	24	19			
10	24	8			
11	24	0			
12	24	24			
13	24	13			
14	24	0			
15	24	24			
16	24	24			
17	24	24			
18	24	24			
19	24	1			
20	24	24			
21	24	19			
22	24	0			
23	24	6			
24	24	0			
25	24	0			
26	24	0			
27	24	0			
28	24	0			
29	24	12			
30	24	0			
Total	720	306			
1026 hours of coverage total					
Total of 143% coverage					

Car 79 Responded to 1 incident in April 2020

DGEMS-MAEMS Collaborative Response

2020 Responses

DGEMS Response Area		MAEMS Response Area	
2020	0	2020	1
April	0	April	0
APR Missed	2	APR Missed	0
YTD Missed	6	YTD Missed	3

DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

RETURN TO WORK FOLLOWING EXPOSURE TO COVID-19 INFECTION		
Original Issue: 03/26/2020	**Prepared By: Chief Lang**	**Covid-19**
Revision Issued: 05/08/2020		

Purpose:

Establish guidelines for return to the workforce. Individual cases may require review and specific modification of this plan if there are special circumstances. (An exposure indicates that the staff member was not wearing full PPE.)

1. **Guidance for essential service personnel who may have come into close contact with a known or presumed positive patient, but who are asymptomatic:**
   - Essential service personnel may return to work, regardless of known or presumed exposure, unless symptoms develop.
   - Essential service personnel should be monitoring their symptoms daily.
   - If symptoms develop, then they should be removed from work immediately, and seek a test.
   - If the individual's test comes back negative, the staff member may return immediately.

2. **Symptomatic individual during the 7 days following possible exposure. Individual tests negative for COVID-19 during symptoms:**
   - The staff member's illness is not caused by COVID-19.
   - The staff member may return to work after 7 days or following resolution of their symptoms, whichever is longest.
   - Approval to return must be confirmed with the Chief of EMS or designee and Medical Director.

3. **Symptomatic individual during the 7 days following exposure. Individual tests positive for COVID-19 during symptoms. The individual must meet all three criteria:**
   - 10 days from the onset of symptoms -***AND***-
   - 72 hours fever free without use of fever-reducing medications -***AND***-
   - Reduction in significance of respiratory symptoms

4. **Symptomatic individual with no test (presumptive positive). The individual must meet all three criteria:**
   - 10 days from the onset of symptoms -AND-
   - 72 hours fever free without use of fever-reducing medications -AND-

   Reduction in significance of respiratory symptoms

   (This category may be used for staff members showing signs or symptoms presumptive of COVID-19. If on-duty these staff members must be sent home using COVID-19 Emergency Responder Paid Sick Leave.)

The decision to discontinue isolation and return to work for employees with COVID-19 will be made on a case-by-case basis in consultation with clinicians, public health officials and the Chief of EMS or designee.

Unless otherwise guided by current department PPE policies, a member returning to work and still showing respiratory symptoms must wear a surgical mask while on duty.

In order to return to work, the staff member may be required to obtain a completed Fit for Duty form.

DEER-GROVE EMS DISTRICT

4030 County Highway N, Cottage Grove, WI 53527
608-839-5658
(fax) 608-839-4427

CARES Act Provider Relief Fund Payment

As part of the 2020 COVIC-19 CARES Act Provider Relief Fund, Deer-Grove EMS District received a disbursement of $8,018.86.

- DGEMS should accept the disbursement.
- While there are limited conditions attached to acceptance, the benefits of the added funds outweigh the drawbacks.
- The only condition applicable to EMS is we lose the ability to balance bill for COVID-19 specific patients having Medicare.
- The funds can only be used for COVID-19 related expenses.
- All expenses must be tracked.
- LifeQuest has already prepared the infrastructure to track these cases for us.
- Here is the answer from our LifeQuest Customer Representative about the payment.

RE: CARES ACT Payment

CS Cerry Schrader <cschrader@lifequest-services.com>
To Eric Lang
Cc Lisa Antoniewicz
Tue 4/28/2020 12:12 PM

Hi Chief,

Basically it is "free" money for the department as long as you agree to the "strings" that are attached. I don't see your department having an issue with any of those strings.

That said, LifeQuest has established a stat, charge codes, and adjustment codes specific to tracking COVID patients, as long as the crew documents clearly that it is a COVID or COVID suspected patient, in order to track not only the accounts, but the credits, and adjustments.

If you are NOT going to keep the funds, then you will need to let me know because we are going on the impression that everyone is keeping it. At this point I do not know of any clients that are not keeping it.

Feel free to let me know if there is anything else I can help with.

Best regards,
Cerry

Proposed Use of CARES Act Payment

- On March 29th, with the assistance of the Deer-Grove EMS Association, we ordered Powered Air Purifying Respirators at a cost of $15,839.50.
- DGEMSA will cover $8,000 of this amount, leave $7,839.50 to the Department to fund.
- The funding source was identified as the FAP Funding- Escrow Account.
- As opposed to using these funds, I propose we us the CARES Act payment to fund the Department portion of the PAPR cost
- Budget dollars already spent for COVID-related items will account for the remainder of the funds.

Respectfully submitted,

Eric A Lang, Chief
Deer-Grove EMS

Acceptance of Terms and Conditions

If you receive a payment from funds appropriated in the Public Health and Social Services Emergency Fund for provider relief ("Relief Fund") under Public Law 116-136 and retain that payment for at least 30 days without contacting HHS regarding remittance of those funds, you are deemed to have accepted the following Terms and Conditions. Please also indicate your acceptance below. This is not an exhaustive list and you must comply with any other relevant statutes and regulations, as applicable.

Your commitment to full compliance with all Terms and Conditions is material to the Secretary's decision to disburse these funds to you. Non-compliance with any Term or Condition is grounds for the Secretary to recoup some or all of the payment made from the Relief Fund.

These Terms and Conditions apply directly to the recipient of payment from the Relief Fund. In general, the requirements that apply to the recipient also apply to subrecipients and contractors, unless an exception is specified.

Relief Fund Payment from Initial $30 Billion General Distribution Terms and Conditions

- The "Payment" means the funds received from the Public Health and Social Services Emergency Fund ("Relief Fund"). The Recipient means the healthcare provider, whether an individual or an entity, receiving the Payment.
- The Recipient certifies that it billed Medicare in 2019; provides or provided after January 31, 2020 diagnoses, testing, or care for individuals with possible or actual cases of COVID-19; is not currently terminated from participation in Medicare or precluded from receiving payment through Medicare Advantage or Part D; is not currently excluded from participation in Medicare, Medicaid, and other Federal health care programs; and does not currently have Medicare billing privileges revoked.
- The Recipient certifies that the Payment will only be used to prevent, prepare for, and respond to coronavirus, and that the Payment shall reimburse the Recipient only for health care related expenses or lost revenues that are attributable to coronavirus.
- The Recipient certifies that it will not use the Payment to reimburse expenses or losses that have been reimbursed from other sources or that other sources are obligated to reimburse.
- The Recipient shall submit reports as the Secretary determines are needed to ensure compliance with conditions that are imposed on this Payment, and such reports shall be in such form, with such content, as specified by the Secretary in future program instructions directed to all Recipients.

- The Recipient certifies that all information it provides as part of its application for the Payment, as well as all information and reports relating to the Payment that it provides in the future at the request of the Secretary or Inspector General, are true, accurate and complete, to the best of its knowledge. The Recipient acknowledges that any deliberate omission, misrepresentation, or falsification of any information contained in this Payment application or future reports may be punishable by criminal, civil, or administrative penalties, including but not limited to revocation of Medicare billing privileges, exclusion from federal health care programs, and/or the imposition of fines, civil damages, and/or imprisonment.
- Not later than 10 days after the end of each calendar quarter, any Recipient that is an entity receiving more than $150,000 total in funds under the Coronavirus Aid, Relief, and Economics Security Act (P.L. 116-136), the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain: the total amount of funds received from HHS under one of the foregoing enumerated Acts; the amount of funds received that were expended or obligated for reach project or activity; a detailed list of all projects or activities for which large covered funds were expended or obligated, including: the name and description of the project or activity, and the estimated number of jobs created or retained by the project or activity, where applicable; and detailed information on any level of sub-contracts or subgrants awarded by the covered recipient or its subcontractors or subgrantees, to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below $50,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.
- The Recipient shall maintain appropriate records and cost documentation including, as applicable, documentation described in 45 CFR § 75.302 – Financial management and 45 CFR § 75.361 through 75.365 – Record Retention and Access, and other information required by future program instructions to substantiate the reimbursement of costs under this award. The Recipient shall promptly submit copies of such records and cost documentation upon the request of the Secretary, and Recipient agrees to fully cooperate in all audits the Secretary, Inspector General, or Pandemic Response Accountability Committee conducts to ensure compliance with these Terms and Conditions.
- The Secretary has concluded that the COVID-19 public health emergency has caused many healthcare providers to have capacity constraints. As a result, patients that would ordinarily be able to choose to receive all care from in-network healthcare providers may no longer be able to receive such care in-network. Accordingly, for all care for a presumptive or actual case of COVID-19, Recipient certifies that it will not seek to collect from the patient out-of-pocket expenses in an amount greater than what the patient would have otherwise been required to pay if the care had been provided by an in-network Recipient.

The following statutory provisions also apply:

General Provisions in FY 2020 Consolidated Appropriation

SEC. 202. Executive Pay. None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II:

SEC. 210. Funding Prohibition for Gun Control Advocacy. None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.

SEC. 503. Lobbying

(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

SEC. 506. Prohibits Use of Federal Funds for Abortions.

(a) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for any abortion.

(b) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for health benefits coverage that includes coverage of abortion.

(c) The term ‘‘health benefits coverage’’ means the package of services covered by a managed care provider or organization pursuant to a contract or other arrangement.

SEC. 507 Limitations on Abortion Funding Prohibition

(a) The limitations established in the preceding section shall not apply to an abortion—

(1) if the pregnancy is the result of an act of rape or incest; or

(2) in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

(b) Nothing in the preceding section shall be construed as prohibiting the expenditure by a State, locality, entity, or private person of State, local, or private funds (other than a State’s or locality’s contribution of Medicaid matching funds).

(c) Nothing in the preceding section shall be construed as restricting the ability of any managed care provider from offering abortion coverage or the ability of a State or locality to contract separately with such a provider for such coverage with State funds (other than a State’s or locality’s contribution of Medicaid matching funds).

(d)(1) None of the funds made available in this Act may be made available to a Federal agency or program, or to a State or local government, if such agency, program, or government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

(2) In this subsection, the term ‘‘health care entity’’ includes an individual physician or other health care professional, a hospital, a provider-sponsored organization, a health maintenance organization, a health insurance plan, or any other kind of health care facility, organization, or plan.

Prohibits Use of Funds for Embryo Research

SEC. 508. Prohibits Use of Funds for Embryo Research

(a) None of the funds made available in this Act may be used for—

(1) the creation of a human embryo or embryos for research purposes; or

(2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act (42 U.S.C. 289g(b)).

(b) For purposes of this section, the term ‘‘human embryo or embryos’’ includes any organism, not protected as a human subject under 45 CFR 46 as of the date of the enactment of this Act, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.

SEC. 509. Prohibits Promotion of Legalization of Controlled Substances

(a) None of the funds made available in this Act may be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established by section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications.

(b) The limitation in subsection (a) shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

SEC. 515. (b) Prohibits Asking Candidates for Federal Scientific Advisory Committees Their Political Affiliations; Prohibits Distribution of Intentionally False Information

(b) None of the funds made available in this Act may be used to disseminate information that is deliberately false or misleading.

SEC. 520. Pornography.

(a) None of the funds made available in this Act may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

(b) Nothing in subsection (a) shall limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

SEC. 521. Prohibits Funding ACORN or Its Affiliates or Subsidiaries. None of the funds made available under this or any other Act, or any prior Appropriations Act, may be provided to

the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations, or successors.

SEC. 527. Prohibits Federal Funding for Needle Exchange Except in Limited Circumstances. Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug: *Provided*, That such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with State and local law.

Government-wide General Provisions

SEC. 718. Propaganda. No part of any appropriation contained in this or any other Act shall be used directly or indirectly, including by private contractor, for publicity or propaganda purposes within the United States not heretofore authorized by the Congress.

SEC. 732. Privacy Act. None of the funds made available in this Act may be used in contravention of section 552a of title 5, United States Code (popularly known as the Privacy Act), and regulations implementing that section.

SEC. 742. Confidentiality Agreements.

(a) None of the funds appropriated or otherwise made available by this or any other Act may be available for a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The limitation in subsection (a) shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

SEC. 743. Nondisclosure Agreements

(a) No funds appropriated in this or any other Act may be used to implement or enforce the agreements in Standard Forms 312 and 4414 of the Government or any other nondisclosure policy, form, or agreement if such policy, form, or agreement does not contain the following provisions: “These provisions are consistent with and do not supersede, conflict with, or

otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this SEC. 743. (a) No funds appropriated in this or any other Act may be used to implement or enforce the agreements in Standard Forms 312 and 4414 of the Government or any other nondisclosure policy, form, or agreement if such policy, form, or agreement does not contain the following provisions: "These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.": *Provided*, That notwithstanding the preceding provision of this section, a nondisclosure policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

(b) A nondisclosure agreement may continue to be implemented and enforced notwithstanding subsection (a) if it complies with the requirements for such agreement that were in effect when the agreement was entered into.

(c) No funds appropriated in this or any other Act may be used to implement or enforce any agreement entered into during fiscal year 2014 which does not contain substantially similar language to that required in subsection (a).

SEC. 744. Unpaid Federal Tax Liability. None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has

any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

SEC. 745. Criminal Felony Limitation. None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Other Appropriations Provisions

42 U.S.C. 289d note No funds appropriated under this Act or subsequent Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Acts shall be used by the National Institutes of Health, or any other Federal agency, or recipient of Federal funds on any project that entails the capture or procurement of chimpanzees obtained from the wild. For purposes of this section, the term ‘recipient of Federal funds’ includes private citizens, corporations, or other research institutions located outside of the United States that are recipients of Federal funds.

Other Statutory Provisions

Trafficking in Persons

This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not

i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

ii. Procure a commercial sex act during the period of time that the award is in effect; or

iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –

i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or

ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either-
A. Associated with performance under this award; or
B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.

b. Provision applicable to a recipient other than a private entity.
We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity-
1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either
i. Associated with performance under this award; or
ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376

c. Provisions applicable to any recipient.
1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended
(22 U.S.C. 7104(g)), and
ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make
to a private entity.

d. Definitions. For purposes of this award term:
1. "Employee" means either:
i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the

use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
ii. Includes:
A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
B A for-profit organization.
4. “Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102)

Whistleblower Protections
You are hereby given notice that the 48 CFR section 3.908, implementing section 828, entitled “Pilot
Program for Enhancement of Contractor Employee Whistleblower protections,” of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. 112-239, enacted January 2,
2013) applies to this award.

Human Subjects Protections
If any activities under this project will involve human subjects in any research activities, you must provide satisfactory assurance of compliance with the participant protection requirement of the HHS/OASH Office of Human Research Protection (OHRP) prior to implementation of those research components. This assurance should be submitted to the OHRP in accordance with the appropriate regulations.

Fraud, Abuse and Waste:
The HHS Inspector General accepts tips and complaints from all sources about potential fraud, waste, abuse, and mismanagement in Department of Health and Human Services' programs. Your information will be reviewed promptly by a professional staff member. Due to the high volume of information that they receive, they are unable to reply to submissions. You may reach the OIG through various channels.
Internet: https://forms.oig.hhs.gov/hotlineoperations/index.aspx
Phone: 1-800-HHS-TIPS (1-800-447-8477)
Mail: US Department of Health and Human Services
Office of Inspector General
ATTN: OIG HOTLINE OPERATIONS
PO Box 23489
Washington, DC 20026
For additional information visit https://oig.hhs.gov/fraud/report-fraud/index.asp

COVID-19 FAQ

15. What are relief payments under the CARES Act? How much money will my agency receive? What are the conditions associated with the payments?

Date Added: 04/10/20

Answer: Ambulance service suppliers will receive a portion of $30 billion under the CARES Act. The amount released on 04/10/20 represents only part of the $100 billion in total that is available under the Act, the remaining $70 billion to be distributed at a later time.

These funds will come to you in the same manner as other Medicare funds, either by check or direct deposit with the note "US HHS Stimulus".

You can verify that your payment is correct by dividing your 2019 traditional Medicare payments by $484,000,000,000, and then multiplying that number by $30,000,000,000.

> For example: If you received $1,000,000 in Medicare reimbursement in 2019, your payment should be 1,000,000/484,000,000 x 30,000,000 = $61,983.47

This money is not a loan and is completely separate from other available relief including the Medicare advance payment program and the small business loan program. However, while this money does not have to be repaid, there are some requirements that you have to follow if you are a recipient of these funds.

First, you have to accept the terms and conditions listed here. You should also be receiving an email from HHS that outlines the distribution of these funds and the action you must take if you wish to keep them.

Some of these terms and conditions include:

- The funds must be used only for COVID-19 related expenses or losses
- If you receive more than $150,000 in relief, you must file quarterly reports that outline how the funds were expended
- You will not seek to collect from any possible or actual COVID-19 patient an amount greater than what the patient would have been required to pay if they had been in-network (this applies to all patients- not just Medicare/Medicaid)

PWW will continue to advocate for other payment models and a fair distribution of the remaining $70 billion available under the CARES Act. On the next page is a CARES Act reference table.

2019 Traditional Medicare Payments	Amount Received Under the CARES Act
$100,000.00	$6,198.35
$200,000.00	$12,396.69
$300,000.00	$18,595.04
$400,000.00	$24,793.39
$500,000.00	$30,991.74
$600,000.00	$37,190.08
$700,000.00	$43,388.43
$800,000.00	$49,586.78
$900,000.00	$55,785.12
$1,000,000.00	$61,983.47
$1,100,000.00	$68,181.82
$1,200,000.00	$74,380.17
$1,300,000.00	$80,578.51
$1,400,000.00	$86,776.86
$1,500,000.00	$92,975.21
$1,600,000.00	$99,173.55
$1,700,000.00	$105,371.90
$1,800,000.00	$111,570.25
$1,900,000.00	$117,768.60
$2,000,000.00	$123,966.94
$2,100,000.00	$130,165.29
$2,200,000.00	$136,363.64
$2,300,000.00	$142,561.98
$2,400,000.00	$148,760.33
$2,500,000.00	$154,958.68
$2,600,000.00	$161,157.02
$2,700,000.00	$167,355.37
$2,800,000.00	$173,553.72
$2,900,000.00	$179,752.07
$3,000,000.00	$185,950.41
$3,100,000.00	$192,148.76
$3,200,000.00	$198,347.11
$3,300,000.00	$204,545.45
$3,400,000.00	$210,743.80
$3,500,000.00	$216,942.15
$3,600,000.00	$223,140.50
$3,700,000.00	$229,338.84
$3,800,000.00	$235,537.19
$3,900,000.00	$241,735.54
$4,000,000.00	$247,933.88
$4,100,000.00	$254,132.23

$4,200,000.00	$260,330.58
$4,300,000.00	$266,528.93
$4,400,000.00	$272,727.27
$4,500,000.00	$278,925.62
$4,600,000.00	$285,123.97
$4,700,000.00	$291,322.31
$4,800,000.00	$297,520.66
$4,900,000.00	$303,719.01
$5,000,000.00	$309,917.36
$5,100,000.00	$316,115.70
$5,200,000.00	$322,314.05
$5,300,000.00	$328,512.40
$5,400,000.00	$334,710.74
$5,500,000.00	$340,909.09
$5,600,000.00	$347,107.44
$5,700,000.00	$353,305.79
$5,800,000.00	$359,504.13
$5,900,000.00	$365,702.48
$6,000,000.00	$371,900.83
$6,100,000.00	$378,099.17
$6,200,000.00	$384,297.52
$6,300,000.00	$390,495.87
$6,400,000.00	$396,694.21
$6,500,000.00	$402,892.56
$6,600,000.00	$409,090.91
$6,700,000.00	$415,289.26
$6,800,000.00	$421,487.60
$6,900,000.00	$427,685.95
$7,000,000.00	$433,884.30
$7,100,000.00	$440,082.64
$7,200,000.00	$446,280.99
$7,300,000.00	$452,479.34
$7,400,000.00	$458,677.69
$7,500,000.00	$464,876.03
$7,600,000.00	$471,074.38
$7,700,000.00	$477,272.73
$7,800,000.00	$483,471.07
$7,900,000.00	$489,669.42
$8,000,000.00	$495,867.77
$8,100,000.00	$502,066.12
$8,200,000.00	$508,264.46
$8,300,000.00	$514,462.81
$8,400,000.00	$520,661.16
$8,500,000.00	$526,859.50

$8,600,000.00	$533,057.85
$8,700,000.00	$539,256.20
$8,800,000.00	$545,454.55
$8,900,000.00	$551,652.89
$9,000,000.00	$557,851.24
$9,100,000.00	$564,049.59
$9,200,000.00	$570,247.93
$9,300,000.00	$576,446.28
$9,400,000.00	$582,644.63
$9,500,000.00	$588,842.98
$9,600,000.00	$595,041.32
$9,700,000.00	$601,239.67
$9,800,000.00	$607,438.02
$9,900,000.00	$613,636.36
$10,000,000.00	$619,834.71

COVID-19 FAQ

17. As a condition of the CARES Act stimulus payment, we understand we are not allowed to "balance bill" the patient. How are we supposed to know what we can and cannot bill?

Date Added: 04/17/20

Answer:

There are numerous things to take into consideration regarding the terms and conditions of the stimulus payment.

1) Remember that the terms and conditions of the CARES Act stimulus payment relates **only** to suspected or actual COVID-19 patients. Suspected COVID-19 patients can include those with typical signs and symptoms of COVID-19 (cough, fever) and/or known contact with someone who tested positive for COVID-19. Therefore, transport of patients **not** affected by COVID-19 are **not** subject to the balance billing restrictions imposed under the terms and conditions of accepting payment. Of course, state law restrictions or limitations that prohibit balance billing remain in effect. Similarly, state (or federal) laws that specifically *permit* balance billing a patient will not trump the terms and conditions of accepting the stimulus money – by agreeing to accept the stimulus money, you contracted away other balance billing rights that otherwise may exist. Therefore, prohibition against balance billing applies to both air and ground ambulance services.

2) For patients that are suspected or actual COVID-19, the prohibition against charging for out-of-pocket costs applies to balances normally billable to the patient for services provided by non-participating healthcare providers for the difference between the amount charged by the healthcare provider and the amount allowed by the insurer. The terms and conditions of the CARES Act stimulus payment do **not** affect the ability for the healthcare provider to bill the patient for co-payment and deductible amounts (the difference between the amount allowed by the insurer and the amount paid by the insurer). Ultimately, all healthcare providers are treated as "in-network" for determining payment amounts and cost-sharing obligations. That is, the health insurance plan pays the insurance share, and the applicable co-payment and deductible amounts can be charged to the patient. One thing that remains unclear, however, is whether the health insurance payer will pay the healthcare provider directly (i.e., direct pay), or whether the health insurance payer pays the patient directly, such that the healthcare provider must recover the insurance payment share (as well as co-payment and deductible) from the patient.

3) The terms and conditions of the stimulus payment only apply to insured patients and coverage limitations as dictated by the insurer. If a patient is *uninsured*, the balance billing prohibitions do not apply. This initial CARES Act payment involves $30 billion of the total $100 billion allocated to assist healthcare providers impacted by the COVID-19 crisis. Part of the remaining $70 billion (to be allocated in the future) may include funds to help cover healthcare costs of uninsured patients. For the time being, therefore, healthcare providers *can* bill uninsured patients.

4) The EOB of the health insurance payer will be the primary tool to determine how much you can bill the patient for co-payment and deductible. As a non-participating provider, you will (unfortunately) be at the mercy of the health insurance payer to accurately report the patient's co-payment and deductible obligations. Remember too that many health insurance payers offer various plans or levels of coverage, with varying degrees of cost-sharing obligations. Therefore, just because one patient with Blue Cross has a certain cost-sharing obligation does not mean all Blue Cross patients will have the same obligation. Cost-sharing amounts will vary from patient to patient, based on the specific plan. In order to confirm cost-sharing obligations (if not clearly described on the EOB), you may have to review co-payment amounts as identified on the patient's insurance card (if available), or contact the plan for cost-sharing amounts, or contact the patient to obtain details involving the specific plan terms. Unfortunately, the guidance is silent as to how much the health insurance payer must pay the out of network healthcare provider. We presume the insurer is supposed to pay the "in-network" amount. As an out-of-network provider, however, the healthcare provider will not know the in-network amount. As above, the healthcare provider will have to rely on the EOB. It is interesting to note that there is nothing that precludes the health care provider from balance billing the *insurer* – the terms and conditions only preclude balance billing the patient. It is possible you could seek additional payment from the insurer (above and beyond the in-network rate).

5) It is important to pay close attention to the EOB from the health insurer. In light of the public health emergency, some health insurance payers *might* choose to cover the patient's co-payment and deductible amounts in the reimbursement made to the healthcare provider. Commercial insurances are only legally obligated to cover the patient's applicable co-payment and deductible amounts for COVID-19 *testing*. Ambulance transport costs do not appear to be included. Thus, any obligation of the commercial insurances to cover the patients cost-sharing amounts is limited to testing only, but there is nothing that would preclude a commercial insurer from choosing to pay the healthcare provider the patient's cost-sharing amount (in addition to the insurance share), and the federal government has indicated that some commercial payors have already agreed to cover patient co-payments. Carefully reviewing the EOB could help shed light on whether the health insurer is paying the full payable amount (i.e. insurance share *plus* cost-sharing), or only paying the insurance share. If the latter, that EOB should then indicate a patient responsibility amount that could be billed to the patient.

6) We highly recommend that you track all services rendered to suspected or positive COVID-19 patients. Such patients could be tracked by: using ICD-10 Codes; using the billing narrative to reference "COVID-19;" adding a specific COVID-19 field (either "Yes/No" or better yet, "Suspected/Known/No" to your system to track these; or using a conventional spreadsheet. You should work with your software vendor to determine the best way to track things for easy access in the future. COVID-19 related services could be subject to future scrutiny or review, other funding might become available (e.g., FEMA or state EMA funds) or you might have to challenge payment amounts and adjustments made by various payers. Having an easy way to retrieve a list of all suspected and known COVID-19 patients can facilitate future inquiries into services performed to such patients.

7) The healthcare provider is free to reject the stimulus payment. Signing the terms and conditions statement (within 30 days of receiving the stimulus payment) is a requirement of keeping the money. If you disagree with the terms and conditions, simply refuse to sign the agreement, and return the stimulus money. In that case, the balance billing prohibitions will not apply. The HHS/CMS portal to accept the Terms and Conditions is available here.

DEER-GROVE EMS

STANDARD OPERATING PROCEDURES

TITLE: POLICY DEVELOPMENT AND IMPLEMENTATION		
Original Issue: 05/14/2020	**Revision Date:**	**Number: 1.1**

Prepared By: Chief Lang	**Approved By: DGEMS District Commission**

Purpose:

The purpose of this policy is to establish standards for the creation, revision, and implementation to the Deer-Grove EMS (DGEMS) District Personnel Handbook or Standard Operating Procedures Manual (including plans, protocols, procedures, etc.).

Policy:

Deer-Grove EMS shall develop, implement, and maintain a standard policy format and policy development process.

Development, Implementation, and Maintenance of Policies:

1. New Policy Process-
   a. Any member in good standing may request the creation of a policy through a written request to a member of the Officer Group.
   b. Operational need of the departmental may also result in develop a new policy.
   c. The Chief or designated staff member may be tasked with developing the policy content.
   d. Using the Department's Microsoft Office product TEAMS, policy drafts will be submitted to and available for the Officer Group during an open comment period of a minimum of one (1) week, whenever possible.
   e. Following the Officer review, changes may be made to the draft policy, then submitted to the general membership for a minimum of one (1) week open comment period. This will also use the Department's Microsoft Office product TEAMS.
   f. For both officers and general membership, the edits and commenting can be made directly in the document or by using the chat features of TEAMS.
   g. The Chief or designee will review all comments and suggestions with Agency staff and determine final policy content.
   h. General, policies will become effective after the review process has been completed, and if necessary, the Deer-Grove EMS Commission has approved the policy
2. Revision Process-
   a. All policies will be reviewed by DGEMS staff no less than every three (3) years.
   b. If an operation need has been identified, a policy can be reviewed outside of this time frame.
   c. The review date will be calculated from the approval date posted on each policy.
   d. Policy revisions be made in accordance with the procedure identified in New Policy Process above.

Administrative Orders and Chief's Memos:

1. The Chief, or designee, may issue Administrative Orders or a Chief's Memos when immediate changes are necessary to protect the department's operation and safety.
2. Administrative Orders or Chief's Memos relating to clinical care or medical control will be issued jointly by the Chief and EMS Medical Director or their designee.
3. Administrative Orders or Chief's Memos bypass the review processes identified in this Policy.
4. Administrative Orders or Chief's Memos are valid for a prescribed period but not greater than one (1) year without being reissued.
5. Administrative Orders and Chief's Memos are transitioned into policy as soon as appropriate and reasonable.

Deer-Grove EMS Commission Approval of Policies:

1. The following policy types must be submitted to the DGEMS Commission for approval prior to implementation:
   a. Any policy having a material financial or significant operational impact
   b. Any policy having an impact on working conditions of the membership
   c. Any policy requiring legal review by the Department's attorney
2. Policies may be developed or revised, and implemented without direct approval of the DGEMS Commission using these guidelines:
   a. A policy or procedure relating specifically to medical operations or techniques
   b. Minor revisions are required by superseding federal or state statute or regulation.
   c. The new policy or revision does not have material financial or operational impact on the department
   d. The revision only corrects minor typographical, grammar, or administrative variances.
   e. New or revised policies should be submitted to the DGEMS Commission for the group's awareness, but not necessarily approval

Distribution:

1. Once approved, any new or revised policy will be emailed to each of the Members using their Department issued email account
2. Complete Handbook and Standard Operating Procedure Manuals will be stored electronically in the Departments scheduling software platform. The version of the policy housed in this location will be considered the master file and valid until changed.
3. Members may access these documents at any time they deem necessary through this software platform

Process for Requesting a Policy Draft or Revision:

1. Any Member in good standing may submit a request for a draft of or revision to any policy. This request shall be provided through a written request to a member of the Officer Group.
2. The request must identify the following:
   a. Name of requestor
   b. Contact information (phone, email, etc.)
   c. The explanation of the problem
   d. The reason the requestor believes a problem exists
   e. Recommended resolution options.

DRAFT